

Leicester City Council School Streets Policy

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1. Background

1.1. What is a school street

School Streets are a temporary or permanent road closure for certain motor vehicles outside the school gates during pick-up and drop-off periods. This is to help children access the school safely, promote active travel and reduce air pollution.

1.2. Why we need school streets

School Streets transform roads outside schools, so that pedestrians and cyclists are prioritised at school start and finish times. They reduce road danger, improve air quality and tackle congestion near the school gates, making it easier and safer to walk and cycle to school.

- **Improved Road Safety:** One of the primary benefits of School Streets is the improvement in road safety for children. By reducing traffic around schools, the risk of accidents, particularly those involving children, is significantly reduced.
- **Healthier and Active Lifestyles:** School Streets encourage more children to walk or cycle to school, which promotes physical activity and helps combat childhood obesity. This also contributes to a reduction in air pollution, which can have long-term health benefits.
- **Reduced Air Pollution:** School Streets help reduce air pollution in the immediate vicinity of schools. This cleaner air benefits both children and adults, as exposure to air pollution has been linked to various health problems, including respiratory issues and cardiovascular disease.
- **Community Engagement:** School Streets can foster a sense of community by creating a safe space for social interaction and allowing parents and children to engage with one another and with their surroundings.
- **Less Traffic Congestion:** By encouraging active modes of transportation, School Streets can reduce traffic congestion in the area around schools, making it easier for everyone to navigate and reducing stress for parents dropping off or picking up their children.
- **Promotion of Sustainable Transport:** School Streets align with broader efforts to promote sustainable transportation options like walking, cycling, and public transit. This helps reduce the carbon footprint associated with school travel.
- **Improved Mental Well-being:** The calmer and safer environment created by School Streets can lead to improved mental well-being for both children and parents, reducing stress and anxiety associated with traffic and safety concerns.

- **Educational Opportunities:** School Streets can be used as an educational tool to teach children about road safety, active transportation, and the environmental benefits of reducing car use.
- **Reduced Traffic Noise:** School Streets can lead to reduced traffic noise, creating a more peaceful environment for residents living near schools.

In a survey carried out with parents of children at Leicester schools in 2022 out of 1469 responses, 82% of parents support road space reallocation away from cars and towards modes of active travel outside schools. In the question what would encourage you to allow you child to walk or cycle to school, the highest response, behind having someone to walk or cycle with, was less traffic around schools.

The One Net travel to school survey data shows that 20% of school children travel to school by car, which could mean an extra 12,000 cars on the road at school run times.

In the 2021/22 Children and Young People survey in Leicester. Six out of ten children’s main method of travel to school is walking or cycling, three out of ten travel by car and about one in ten will use bus/public transport. About half of children are completing less than half an hour of physical activity a day, and one in ten are completing less than half an hour across the entire week.

Our children need to do more physical activity, whilst many of our children are travelling to school inactively, their parents would like them to walk or cycle but the volume of cars around the schools is a barrier to them feeling comfortable with this.

“It frustrates me how many parents drive and park as close to the school gates as possible. Even those that I know live as close as we do to the school!”

“Parking near the school is a nightmare. Our child walks home with friends but we make them take a longer route to avoid the roads near the school where parents double park etc & are a real risk to the children.”

1.3 Key objectives of our School Streets

The key objectives are to reduce air pollution, congestion, and road danger around schools, and promote active travel and healthier lifestyles among school children and their families. The objectives and the measures we have used to monitor our School Street trials are set out in the table below:

	Objective	Measures
1	Encourage active travel	Pupil hands-up surveys Automatic traffic counts Parent / carer surveys
2	Reduce pollution	Air quality monitoring stations
3	Reduce car use and congestion near schools	Automatic traffic counts Compliance analysis
4	Reduce road danger and improve safety for pupils and parents carers travelling to and from school	Road safety audits Road collision data

2. Types of School Street Operation in Leicester City Council

2.1. Courtesy Only

For the first 6 – 18 months the school street is operated under an Experimental Traffic Order (ETO), moving to a permanent Traffic Regulation Order (TRO) if the scheme is operating successfully. The schools street is identified by TRO signs and entrance features such as planters. There are no

physical barriers closing the road. The scheme relies on communications from LCC to the residents and from the school to the parents.

2.2. Managed by local school staff, residents or community groups

For the first 6 – 18 months the school street is operated under an Experimental Traffic Order.

The first two weeks of the closure are managed by Highways Operatives, the third and fourth week the closure is managed by Active Travel team members accompanied by the local staff or residents. After a month the local residents or staff manage the scheme themselves.

Signs and traffic cones are supplied to the school and checked by Highway Staff. All street marshals undertake a level of training to manage the school street.

2.3. Managed by Automatic Camera

If the School Street has been run successfully, funding will be sought to purchase a camera and the school street will be managed via Automated Number Plate Recognition.

3. Decision Process for selecting a School Street Type

Step 1: Schools at the top of the school run parking priority list are evaluated by Transport Strategy Officers for their suitability for a school street.

Step 2: Schools deemed suitable for a school street are written to, to understand their appetite to help manage and promote the school street.

Step 3: Trial a school street as part of an event such as Clean Air Day using a temporary Traffic Regulation Order

Step 4: Create an Experimental Traffic Order enabling daily closures

Step 5: Run the closures managed with local staff or as courtesy only

Step 6: Options

- Remove the school street
- Continue to operate the school street with local staff/residents
- Consult on operating the school street with ANPR

4. Traffic Regulation Orders required for a School Street

To support the introduction of a school street, the Authority would look to introduce the prohibition of motor vehicles either under an Experimental Traffic Order or a Permanent Traffic Regulation Order. The powers to introduce these fall under the Road Traffic Regulation Act 1984, as amended.

4.3 Enforcement of Moving Traffic Offences

The Government has decided to allow Councils to enforce moving traffic contraventions, recognising the dual imperatives to improve air quality through reduced traffic congestion, and to encourage behavioural shift towards sustainable travel choices. It is anticipated by tackling anti-social driving behaviour positive benefits will be achieved such as keeping junctions and cycle lanes clear of obstructing vehicles to improve bus reliability and to promote cycling. Notably, MTE (Moving Traffic Enforcement) powers will play a role in helping local authorities outside London meet their network

management duty by enabling improved enforcement with consequential benefits to road safety, congestion, and air quality.

Making MTE powers available to local authorities nationally also creates parity with London and Wales.

The enforcement of restrictions was previously only carried out by the Police. The transfer of powers in part seeks to relieve the Police of the burden on their resources, something The Chief of Police in Leicestershire supported the Council with throughout the application process

4.4 Legislation

The Road Traffic Regulation Act 1984 (Section 122) requires local authorities to secure the expeditious, convenient, and safe movement of vehicular and other traffic.

Part 6 of The Traffic Management Act, 2004, is the enabling legislation in relation to Civil Enforcement of moving traffic contraventions.

In addition, The Traffic Management Act 2004 Section 16 (1) states: "It is the duty of a local traffic authority to manage their road network..."

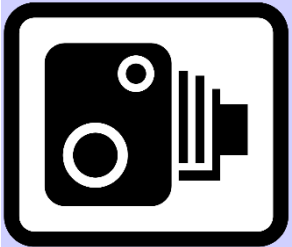

Legal Services will advise on the specific elements of moving traffic offences/contraventions but there is a high level of commonality with existing camera enforcement projects that are already in place within the city.

The use of traffic enforcement cameras is subject to strict governance and the Council commit to completing a Data Privacy Impact Assessment for using cameras for traffic enforcement

5. Signs and Lines requirements

5.1. Types

The appropriate signs prescribed in the Traffic Signs Regulations and General Directions 2016

(1) Item	(2) Description	(3) Diagram	(4) Sign diameter	(5) Associated plate legend (by reference to an item number in the Part 3 sign table)	(6) Applicable provisions in Part 4	(7) Schedule 3 General Directions
12	<p>Diagram 619</p> <p>Motor vehicles prohibited</p> <p>A School Street operated with a camera must include a Diag. 878 sign</p> 		450, 600, 750, 900, 1200	<p>8, 15, or both 8 and 15</p> <p>8. A time period.</p> <p>15.—(1) Subject to sub-paragraphs (2) and (3), “Except” and any of, or a combination of, the following—</p> <p>(a) “buses” or “local buses”;</p> <p>(b) “taxis”;</p> <p>(c) the disabled badge holder symbol;</p> <p>(d) “permit holder” or “permit holders”, and, where appropriate, a permit identifier;</p> <p>(e) one of—</p> <p>(i) “for access”;</p> <p>(ii) “for loading”;</p> <p>(iii) “for loading by” and the lorry symbol shown in the diagram at item 1 of the table in Part 2 of Schedule 8;</p> <p>(iv) “for access to off-street premises”.</p> <p>(2) “and” or “&” must be inserted before the last legend where more than one is used.</p> <p>(3) “Except” must be varied to “except” when preceded by the legend described in paragraph 8 or 12.</p>	4	1

5.2. Locations

The signs must be located at the start of the junction or in a location giving any vehicle the opportunity to turn around at or within sight of the restriction.

The signs must be positioned facing outwards.

6. School Street timings

Leicester City Council has selected to keep the timings of the school street closures consistent. The timings will at a minimum cover 8am – 9am and from 2.30pm to 4pm. Monday to Fridays during school term times and excluding bank holidays.

7. School Street Designs

School Street Designs should be in accordance with the Leicester Street Design Guide and are outlined in the School Street Design Guidance Document. [Appendix ?](#)

8. School Street consultation/engagement process

School Street Stage	Consultees	Engagement Methods
School Street selection process	Transport Development Officers	Internal meeting
	Head Teachers	Face to Face or Teams meeting
	Lead Member	Briefing
Trial Day	Head Teachers	Face to Face or Teams meeting
	Ward Councillors	Email
	Local Residents	Letter/invite to events
	Parents/carers	School communications
	Pupils	On the day activities
Experimental Traffic Order for marshal managed school street closure	Lead Member	Briefing
	Ward Councillors	Emails/meeting
	Head Teachers	Face to Face or Teams meeting
	Local residents	Letter/roadshow/meetings
	Statutory Consultees eg emergency services	Emails/meeting
	School staff	School communications and training sessions
	Parents/carers	School communications
Feedback	Ward Councillors	Emails/meeting
	Head Teachers	Face to Face or Teams meeting
	Local residents	Opinion survey
	Statutory Consultees eg emergency services	Emails/meeting
	School staff	Opinion survey
	Parents/carers	Opinion survey
Permanent Traffic Regulation Order	Statutory Consultees eg emergency services	Emails/meeting
	Ward Councillors	Emails/meeting
	Lead Member	Briefing
	Head Teachers	Emails/meeting
	Local Residents	Letters
		On street notices

Introduction of ANPR camera	Lead Member	Briefing
	Ward Councillors	Emails/meeting
	Head Teachers	Emails/meeting
	Chief of Police	Emails/meeting
	Chief Operating Officer	Email
	Local residents	Letters/roadshow
	Statutory Consultees eg emergency services	Email
	School Staff	School communications
	Parents/carers	School communications

9. Enforcement information

Now that moving traffic offence enforcement are shared between Leicestershire Police and Leicester City Council, the Police are able to enforce under a criminal process and the Council can enforce under a civil process, which means that the school streets can only be enforced by the police or ANPR camera.

Cars already parked in the school street are able to drive out in the enforced time periods.

A 'Warning Notice' approach will be taken with drivers receiving an educational approach in the first six months from enforcement starting. Within this period, the first time a driver is captured driving into the school street, they will be issued with a warning notice and not a penalty. (A penalty charge notice will be issued, but a 100% discount will be applied and sent to the appellant with a warning letter.) If a second notice is issued within the six months the Local Authority will use its discretion to decide whether to include the discount.

The penalty charge (fine) will be issued by post and is £70 to be reduced by 50% to £35 if paid within 21 days. A representation can be made within 28 days. If no payment or representation is received then the appellant will receive a charge certificate at £105.

10. Exemptions

The aim of a School Street is to minimise the number of vehicles using it at school run time to improve road safety for the children attending the school. Therefore, exemptions should be kept to a minimum.

Exempt vehicles will have their registration plate added to the virtual exemption (White List) which means that they will not be issued with a warning or a penalty notice.

Automatically exempt by way of the traffic order and traffic signs:

- a. Emergency services
- b. Statutory undertakers
- c. Local authority in pursuance of statutory powers, including refuse collection

- d. Exemptions stated in the Highway Code, such as a medical emergency or with the permission or at the direction of a police officer in uniform
- e. Any vehicle parked when the School Street comes into operation and subsequently wishing to exit the School Street

Subject to application, a virtual exemption may be issued to:

- f. Residents who live within the School Street
- g. Businesses with premises within the School Street
- h. Blue Badge (disabled) holders that require access to the street during the restricted hours
- i. School buses and vehicles used in the transport of children or adults with special access requirements
- j. Medical practitioners or carers attending those with an address within the School Street

10.1. Residents

Residents who live within the school street will have all vehicles registered to their property on the White List. Residents will need to give proof of residency and their V5C certificate. Residents who drive company cars will need to provide a letter from their employer on letter headed paper to confirm they have access to the company car, or if it is a lease car, a letter from the hiring company.

10.2. Visitors to residential properties

Visitors to residential properties will not be exempt. Residents will be asked to encourage visitors to arrive outside of the school street times, or park outside the zone and walk to the property to minimise the number of vehicles driving through the closure.

10.3. Parents

Parents with children at the local school will not be exempt from the school street with the exception of children that fall into section 10.7. The school street zone will be kept to an acceptable walking distance and, wherever, possible a Park and Stride site will be provided.

10.4. School Staff

Operational times coincide with school opening and closing times. In most circumstances, teachers and other school staff will have already arrived before the restrictions come into effect and therefore, will not be affected by the scheme regardless of if they drive to work or not. Staff exiting the school through the school street will not be affected.

Consideration will be given to providing permits to staff that are contractually obliged to arrive during the restriction period. However, staff will be encouraged to either use alternative entrances or arrive earlier. The priority is the safety of the children using the school street.

10.5. Medical Practitioners and Carers

Carers who are regular visitors to a property will be asked to provide evidence eg a care plan that they are a carer for the residents and also their vehicle registration. Medical Practitioners and Carers who are not regular visitors to a household within the school street, should avoid school street times, or park outside of the restriction. If driving to the property during the school street times is unavoidable, medical practitioners and carers will be able to appeal their fine by submitting

evidence of their caring role eg a care plan. Carers that need to visit properties due to scheduled hours will need to evidence that it was scheduled within the school street operating hours.

Residents will be asked to encourage all carers to arrive outside of the school street times to minimise the number of vehicles driving through the closure.

10.6. Deliveries

Delivery drivers will either be required to arrive at times outside the school street period; park outside of the school street zone and walk to the property or appeal the fine that they receive with evidence that they were unable to avoid the school street.

Residents will be asked to encourage deliveries to arrive outside of the school street times to minimise the number of vehicles driving through the closure.

10.7. Children with additional needs

The school will be required to provide a list of children who require an exemption and to provide the registration number of the vehicle/s that they will be using to travel to school. This list will be updated at the beginning of the scheme and subsequently at the beginning of each school year. Additions or deletions can be made throughout the year.

10.8. Blue Badge (disabled) holders and disability exemptions

Blue Badge Holders are not automatically exempt. Residents or businesses within the school street who are also Blue Badge Holders wishing to nominate a vehicle for which they are not the registered keeper, do not need to provide any proof of vehicle ownership, but do need to provide a copy of the BACK of their Blue Badge and the vehicle registration number. They will also need to explain why they require access to the street eg my daughter attends the school and she has a Blue Badge or I am a Blue Badge holder visiting a property within the street.

10.9. Pre-scheduled school buses and vehicles used in the transport of children or adults.

School to be asked to provide information in advance or the vehicle owner to provide evidence of the school requirement in their appeal following the issue of a PCN.

10.10. Funerals

School Streets may not be the first thing that comes to mind when arranging a funeral. Whilst it would be preferable for residents to arrange a funeral procession outside of school street times, funeral vehicles (e.g. Hearse and procession vehicles) will be exempt. Vehicles that can be seen as part of the funeral procession will be able to appeal their ticket, if issued.

11. Requirement to install an automatic camera

Since June 2022 Authorities on England have been able to use Automatic Number Plate Recognition (ANPR) to enforce school schemes. The Statutory guidance document from DfT supports local authorities including how to approach, carry out and review enforcement. [Bus lane and moving traffic enforcement outside London - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101421/bus_lane_and_moving_traffic_enforcement_outside_london_-_gov_uk.pdf). Authorities are required to apply to the Secretary of State for an order which provides the authorities with enforcement powers. Leicester City Council received this order back in 2012 when the authority implemented camera enforcement for bus lane/bus gates.

All enforcement must adhere to Traffic Management Act 2004 Part 6.

